

**INSTRUCTIONS FOR AUTHORS:
Preparing Proceedings Papers and Extended Abstracts
20TH Biennial Southern Silvicultural Research Conference (BSSRC)
March 12-14, 2019 – Shreveport, LA**

Papers and posters from conference proceedings will be published by the Southern Research Station as a General Technical Report. The report will be an electronic only publication.

BASIC SUBMISSION REQUIREMENTS

- Oral presenters may submit only complete papers.
- Poster presenters may submit a complete paper, an extended abstract or choose not to submit at all.
- Complete papers are limited to 4000 words and no more than 8 tables or figures (combined)
- Extended abstracts are limited to 1000 words, 1 figure and 1 table.
- Abstracts by themselves will not be published in the proceedings, only complete paper or extended abstracts. Manuscripts must be submitted as an original paper in electronic format. The Station prefers manuscripts prepared with MS Word software. If MS Word is unavailable, another word processor may be used if manuscript is saved in Rich Text Format (.rtf). Indicate which software package is used during the submission process.
- All manuscripts must undergo a minimum of two peer reviews for clarity and content before submission. Name and affiliation of peer reviews must be listed during the submission process. Southern Research Station scientists should use Station procedures for review of papers and include a signed manuscript approval sheet (available online at http://www.srs.fs.usda.gov/author/files/MASheet_MSTR.pdf).
- All Southern Research Station-authored manuscripts must be submitted to the SRS Technical Publications Team for technical editing **before** submission to the proceedings compiler. Signed manuscript approval sheets must accompany submission of the manuscript.
- All authors will be responsible for the content and accuracy of their manuscripts. Manuscript files, cover letters and other supporting manuscript files should be submitted electronically to:

proceedings@bssrc.org

The due date to submit manuscripts is **May 15, 2019**

- All manuscripts must be prepared per styling instructions in the **MANUSCRIPT PREPARATION** section.

MANUSCRIPT PREPARATION FOR COMPLETE PAPERS (4000 word limit)

The Southern Research Station has adopted the following instructions to help authors prepare their manuscripts. Failure by authors to follow these instructions could result in the manuscripts being returned to the authors, thus delaying publication.

1. TYPESETTING

- Before beginning to type, set your word processor's default values to the following specifications:
 - all four page margins, 1 inch;
 - single-spaced 10-point Times New Roman or Times font;
 - all text left justified, ragged right; and
 - no hyphenation.
- Eliminate all control characters (e.g., do not use bold or underlined fonts; tabs at the beginning of paragraphs; page numbers; headers and footers; centered text; graphic lines; etc. unless instructed to do so). When these types of formatting characters are used, the layout editor has to search for each one and delete it.
- Use italics for all Latin names.
- Use only one space after all punctuation (periods, colons, etc.).
- The page limit for manuscripts is six typeset pages, including tables and figures. This limit equates to approximately 10 single-spaced pages (including tables and figures).

2. PAPER TITLE

- Type the title in all uppercase letters, centered.
- If the title is longer than one line, allow it to wrap to the next line. Do not use a carriage return.

3. AUTHORS' NAMES. Leave one blank line below the title, and type the full name of the authors, centered, using initial capitals.

4. AUTHOR IDENTIFICATION

- Leave one blank line below the authors' names and type flush left the author's name, job title, the organization, city, State, and zip code.
- Text should be left justified, ragged right.
- If more than one author is at the same address, do not repeat the address.
- The SRS layout person will move author identifications to the proper footnote.

5. ABSTRACT

- Leave one blank line below the author identification and type flush left the word "Abstract" followed by two dashes.
- Begin the text immediately after the dashes (no spaces).
- At the end of each line, allow the word processor to wrap to the next line. Do not hyphenate words at the end of lines.
- Limit the abstract to 250 words.
- All text should be left justified, ragged right.

6. INTRODUCTION

- Leave one blank line below the abstract and type flush left in all uppercase letters the word INTRODUCTION.
- On the next line (no blank line), begin typing the text at the left margin.
- Text should be left justified.
- Use the word wrap feature at the end of each line and do not hyphenate words at the end of lines.

7. PARAGRAPHS

- Left justify all paragraphs, no paragraph indentions.
- Do not hyphenate words at the end of lines.
- Skip one line between each paragraph.

8. HEADINGS. All section headings should be typed in the following format:

- FIRST-DEGREE HEADINGS

First-degree headings should be left justified using uppercased letters with a blank line preceding the heading. Text should begin on the line immediately below the heading.

- Second-Degree Headings

Second-degree headings should be left justified, using initial capitals for major words with a blank line between the second-degree heading and the preceding paragraph. Text should begin on the line immediately below the heading. Do not leave a blank line between first-degree heading and second-degree heading.

- Third-degree headings—Third-degree headings should be left justified using lowercased letters, except for an initial capital on the first word. The last word should be followed by an em dash. Text begins immediately after the dashes with no spaces.

An example:

RESULTS AND DISCUSSION

Common Herbaceous Plants

Common grasses—There were 19, 26, and 18 taxa of grasses found on study area one.

9. TABLES.

- Place all tables at the end of the manuscript.
- Create tables in MS Word. Use Arial or Helvetica 9 point font.
- All tables need a short title. Notes or extra information about the table should not be included in the title; instead, please add this information as a footnote below the table.
- Do not leave cells blank. Instead, use an em dash and provide an explanation for the missing data as a footnote to the table.
- A sample table is provided below:

Table 4—Cubic volume of hardwood pulpwood (>4.5 inches d.b.h.) by site at the Sumter National Forest in 2015

Site	Other	Red oaks	White oaks	Total
<i>cubic feet per acre</i>				
Pine Mountain	234.6 a	5.4	64.0	304.1 a
Thrift's Ferry	24.7 b	34.4	29.6	88.9 b
Whetstone	67.0 b	21.0	120.3	263.0 ab

Volume estimates are derived from Clark and Souter (1996) to a 4-inch top.

Means followed by the same letter within a column are not significantly different at the 0.05 level.

d.b.h. = diameter at breast height.

10. FIGURES, PHOTOGRAPHS.

- Place all figure captions (but not the figures themselves) at the end of the manuscript.
- Do not embed figures into your manuscript.
- Use Arial or Helvetica 9pt font for the text within the graphic.
- Photographs need to have a credit line, including the name of the photographer and/or their organization. Please provide documentation of permission to use someone else's photograph (unless it was taken by a Government employee).
- Do not place captions with figures; figure captions need to be inserted in the manuscript text.
- SRS requests that figures are submitted in two ways:
 - PDF (or hard copy print-out) to reflect how the figure should appear in published form.
 - Electronic files (one for each figure) in the native format (see chart below):

If the graphic was generated in:	Save the file as:
Excel	.xls, .xlsx, or .pdf
SigmaPlot	.jnb (or export as .xls, .xlsx, or .pdf)
Illustrator	.ai or .pdf
Photoshop	.psd or .pdf
ArcView	Export as .ai or .eps (with fonts embedded)

11. ACKNOWLEDGMENTS. This section, if needed, should be placed after the conclusions section under the first-degree heading, ACKNOWLEDGMENTS.

12. LITERATURE CITED.

- Arrange citations in alphabetical order.
- Type each literature citation as a separate paragraph, allowing the word processor to wrap at the end of each line.
- Do not indent.
- Hard carriage returns should only be used at the end of each citation.
- Separate each citation with one blank line.
- This section should be titled LITERATURE CITED.
- Follow the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references. See:
http://www.srs.fs.usda.gov/working/author/guidelines_for_citations.pdf

- Use the author-date method to refer to literature in the text; for example, "More rapid runoff may result in increased peak flows (Brown 1980)" or "Later experiments by Miller (1980) showed. . . ."
- If several references are listed together, list them alphabetically (Adams and Smith 1980, Endres 1972, Peterson 1974). Use a comma, not a semi-colon, between listings. If a manuscript has three or more authors, list the first author followed by "and others" (e.g., Clark and others 1986). **Do not use "et al."**
- With one exception, only published material should be included in the references section. Manuscripts accepted for publication may be included. The notation "In press" appears in the same position as the publication date; for example: Haywood, J.D. [In press]. Plant communities in selected

13. FOOTNOTES SHOULD ONLY BE USED IF ABSOLUTELY NECESSARY.

- Footnotes should be numbered consecutively throughout the manuscript and placed after the literature cited section.
- Designate in your cover letter if footnotes are used
- The layout person will place each footnote at the appropriate location.
- This section should be titled FOOTNOTES.

14. PERSONAL COMMUNICATIONS. Reference to personal communications and unpublished data should be avoided. If it must be done, do so parenthetically in the text; for example: (Personal communication. John Doe. 2019. Silviculturist, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, LA 71360). A complete address must be given as a means of contact.

15. NUMBERS AND UNITS OF MEASUREMENT.

- Throughout the manuscript, spell out numbers at the beginning of a sentence, whole numbers from one through nine unless associated with a unit of measurement or money (7 m, 2 inches, 3 percent, \$3), fractions standing alone or followed by "of a" or "of an," and preceding a unit modifier that contains a figure (ten 3-m logs).
- Use numerals when 2 or more numbers appear in a sentence and 1 of them is 10 or more.
- Note that metric units are abbreviated (7 m, 9 cm, 2 L, 3 ml), and English units are spelled out (2 inches, 3 feet, 4 square feet).
- Do not use "%" in the text. Write out the word "percent" instead. The "%" sign can be used in the tables, however.
- Write out units of measurement when used alone in the text. Units are usually abbreviated in tables.
- Do not mix metric and English units in the text. Use the one most appropriate.

16. STATE ABBREVIATIONS.

- States should be abbreviated when mentioned with the name of a town or county and spelled out when standing alone.
- Use the U.S. Postal Service two-letter State abbreviations.

17. NOMENCLATURE.

- Scientific names set off in parentheses should follow the first mention of each common name in the abstract and again in the body of the manuscript.

- The authority is not necessary but if used should be consistent throughout.
- The genus, species, and variety names should be italicized.
- Do not underline the names.
- Common names or scientific names without the authority can be used thereafter.
- If the number of species is large, a list of common and scientific names can be included in an appendix following the literature cited section.

18. EQUATIONS. Equations should be broken out of the text, numbered at the right margin, with a blank line above and below the equation. Use Microsoft equation editor or MathType software programs, if possible.

MANUSCRIPT PREPARATION FOR EXTENDED ABSTRACTS (1000 word limit)

Extended abstracts are limited to 1000 words, 1 figure and one table. As they are an extended abstract, no first order headers should be used (i.e. INTRODUCTION, MATERIALS AND METHODS, etc.) with the EXCEPTION of LITERATURE CITED. Follow instructions for complete papers for formatting pages, fonts, figures, and tables.

MANUSCRIPT SUBMISSION

Manuscripts are due **May 15, 2019** and delivered electronically (e-mailed) to:

proceedings@bssrc.org

SUBMISSION CHECKLIST:

- Cover letter with
 - a. Your name and contact information
 - b. Names and affiliations of two peers who reviewed paper prior to submission
 - c. Any additional manuscript information on footnotes, special formatting, etc.
- Signed Manuscript Approval Sheet (Southern Research Station scientists only)
http://www.srs.fs.usda.gov/author/files/MASheet_MSTR.pdf
- Manuscript file (WORD) that includes tables
- Separate figure files (one for each figure)

ADDITIONAL INFORMATION

The Southern Research Station Authors Guide (Revised 2009) provides additional guidelines and may be accessed at https://www.srs.fs.usda.gov/author/docs/Authors_Guide_8-1-14.pdf